



**Policy 3002: EXEMPT SALARY AND BENEFITS PLAN**

**Policy Category:** Human Resources

**Responsible Executive:** Vice President for Human Resources

**Related Procedures and Documents:** none

**Related College Policies:** none

**I. SCOPE**

This Exempt Salary and Benefits applies to and is binding on all current College employees and candidates for employment who are classified as Exempt employees pursuant to this Policy.

**II. POLICY**

The Exempt Salary and Benefits Plan (the “Plan”) of Suffolk County Community College (“College”) is designed to fairly compensate the College’s Exempt employees in a manner that is competitive with its national peer institutions, thus eliminating barriers to the recruitment of qualified applicants. *Exempt employees* are full-time College employees who do not belong to and are not represented by a collective bargaining unit; are at-will employees who serve at the pleasure of the College President; are paid an annual salary; and are not eligible for overtime compensation.

The goals of the Exempt Salary and Benefits Plan are as follows:

- Enhance the College’s ability to attract the most qualified external and internal candidates for Exempt positions;
- Enhance the College’s ability to retain those Exempt employees whose skills are critical to the success of the College; and  
Recognize the greater scope, complexity and responsibility of Exempt positions in order to appropriately align their compensation and benefits within the job market.

Step increases will take effect on September 1 of each year. Exempt employees will be eligible for a partial to full step based on performance. At the College’s discretion, a market study may be conducted for some or all of the exempt positions. Based on the results of the market study, the salary schedule may be revised for the College to remain competitive for purposes of recruitment and retention.

**EXEMPT SALARY SCHEDULE**

**STEPS**

<b>Category</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
<b>A</b>	185,478	191,969	198,688	205,642	212,840	220,289	227,999	235,978	244,237	252,786
<b>B</b>	167,382	173,241	179,304	185,579	192,074	198,798	205,755	212,959	220,411	228,125
<b>C</b>	158,335	163,875	169,612	175,548	181,692	188,050	194,631	201,444	208,495	218,986
<b>D</b>	139,993	147,133	154,638	162,524	170,813	179,524	188,681	198,303	208,416	218,986
<b>E</b>	153,811	159,194	164,767	170,534	176,502	182,680	189,074	195,692	202,541	209,633
<b>F</b>	139,993	145,453	151,125	157,019	163,142	169,505	176,116	182,985	190,121	197,298
<b>G</b>	145,295	149,830	155,074	160,501	166,119	171,933	177,951	184,179	190,625	197,298
<b>H</b>	131,191	135,783	140,537	145,455	150,546	155,814	161,268	166,913	172,754	178,800
<b>I</b>	115,810	119,863	124,059	128,401	132,895	137,546	142,360	147,343	152,501	157,837
<b>J</b>	87,763	90,834	94,013	97,305	100,710	104,235	107,882	111,657	115,566	119,610
<b>K</b>	85,049	88,025	91,105	94,295	97,596	101,012	104,547	108,206	111,993	115,914
<b>L</b>	69,710	72,150	74,675	77,287	79,992	82,792	85,689	88,689	91,793	95,005

- A: Executive Vice President
- B: VP for Business & Financial Affairs/VP for Technology/Interim Executive Vice President
- C: VP for Academic Affairs/VP for Student Affairs/VP for Institutional Advancement/VP for Planning & Institutional Assessment/VP for Human Resources
- D: College General Counsel
- E: Associate VP/Executive Deans - Ammerman & Grant/Sr. Associate VP Workforce
- F: Assistant VP
- G: Executive Dean - East
- H: Director/Executive Director/College Deputy General Counsel/Administrative Director
- I: College Dean/Campus Dean/Chief Diversity Officer/Chief of Staff/ Communications Director/Director Legislative Affairs
- J: Executive Assistant to the President
- K: Assistant to the VP/Project Director/Assistant Director Development
- L: Assistant to the President

**EXEMPT BENEFITS**

Sick Leave	On January 1 <sup>st</sup> of each year, a total of 10 days per year, up to 5 of which may be used for immediate family sick leave.
Sick Leave Payout at Retirement	Upon retirement, sick leave will be paid one day for every two days of accrued time up to a total of 175 days paid, equal to 350 days accrued time.
Personal Leave	On January 1 <sup>st</sup> of each year, a total of 5 days; unused personal leave at end of each year will be added to accrued sick bank.
Bereavement Leave	4 days for immediate family members and 2 days for other family members.
Vacation	On January 1 <sup>st</sup> of each year, a total of 20 vacation days per year with a maximum carryover of 60 vacation days; 25 days per year after 10 years of service.
Vacation Payout at Separation	All unused vacation will be paid upon separation.
Longevity Payments	As set forth in the Collective Bargaining Agreement between the County of Suffolk and the Guild of Administrative Officers of Suffolk County Community College
Jury Duty	Excused from work for jury service (salary less fee received for jury service)
Holidays	13 paid holidays per year.
Health Insurance Coverage	Full family health care insurance under Suffolk County Employee Medical Health Plan (“EMHP”); coverage becomes effective on the first day of month after employee completes two full months of employment. For EMHP, see <a href="https://emhp.org/">https://emhp.org/</a>
Health Insurance Employee Contribution	Effective July 17, 2019, all employees must contribute a portion of their base salary towards the cost of the EMHP on the following schedule:

	<table> <thead> <tr> <th>Effective Date</th> <th>Percentage of base salary</th> </tr> </thead> <tbody> <tr> <td>7/17/2019</td> <td>2%</td> </tr> <tr> <td>1/1/2021</td> <td>2.10%</td> </tr> <tr> <td>1/1/2022</td> <td>2.20%</td> </tr> <tr> <td>1/1/2023</td> <td>2.30%</td> </tr> <tr> <td>1/1/2024</td> <td>2.40%</td> </tr> <tr> <td>1/1/2025</td> <td>2.50%</td> </tr> </tbody> </table> <p>All contributions are made via payroll deduction on a pre-tax basis.</p> <p>The minimum contribution is \$1,500 per year and the maximum contribution is \$3,750 per year. Effective 12/31/2025, the maximum contribution will be \$4,000 per year.</p> <p>All benefits are in accordance with the EMHP Summary Plan Description, as amended.</p>	Effective Date	Percentage of base salary	7/17/2019	2%	1/1/2021	2.10%	1/1/2022	2.20%	1/1/2023	2.30%	1/1/2024	2.40%	1/1/2025	2.50%
Effective Date	Percentage of base salary														
7/17/2019	2%														
1/1/2021	2.10%														
1/1/2022	2.20%														
1/1/2023	2.30%														
1/1/2024	2.40%														
1/1/2025	2.50%														
Other health-related and supplemental benefits, including, but not limited to Dental coverage, Optical coverage,	As provided by the Suffolk County Municipal Employees Benefit Fund (SCMEBF) See: <a href="https://www.scmebf.org/">https://www.scmebf.org/</a> or call (631) 319-4099														
Retirement Programs	New York State Employees Retirement System (ERS) and TIAA/ORP. Employee contributions are based on Tier and annual salary.														
Retirement Vesting Period	ERS: Vesting in accordance with the retirement plan description. TIAA/ORP: Vested after 366 days														
Pre-tax Retirement Savings and Deferred Compensation Plans	IRC 403(b) retirement savings plan and IRC 457(k) deferred compensation plan														
Flexible Spending Accounts	Available through the Flexbene <a href="https://flexbene.com/">https://flexbene.com/</a>														
Life Insurance	As provided for by SCMEBF <a href="https://www.scmebf.org/">https://www.scmebf.org/</a>														
Short Term Disability Long Term Disability	As provided by SCMEBF														
Beneficiary Bereavement Benefit	As provided for by SCMEBF														
Tuition Reimbursement – Employee	After one year of full-time employment, tuition and fee reimbursement for two courses taken per semester at Suffolk County Community College, subject to prior approval of														

	supervisor, registration/enrollment requirements, and successful course completion.
Tuition Reimbursement – Spouse and Dependents	After one year of full-time employment, tuition reimbursement for spouse and dependents up to a maximum of 30 credits per year taken at Suffolk County Community College, subject to prior approval and registration/enrollment requirements, and successful course completion.
Conference Attendance	Approved work-related conference attendance reimbursed
Meal and Lodging Reimbursement	\$12 per meal; reasonable lodging reimbursement for travel in excess of 50 miles from home
Transportation Mileage Reimbursement	Mileage reimbursement at the IRS rate
Overload Assignments	With approval of the President
Relocation Expenses	As authorized per BOT Resolution

### III. POLICY APPROVAL, REVISION, AND REVIEW DATES:

This Policy was approved by Board of Trustees on November 12, 2009. Last revised January 18, 2024.